



REQUEST FOR PROPOSAL (RFP)

A. RFP no. and Date:	012/2015 – July 27, 2015
B. Subject:	Purchase of Training Courses for ARTC (HEC)
C. Issuing Office/Section:	USAID RDMA, Executive Office 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand
D. Closing date for receipt of proposals:	August 7, 2015 – (5pm, Bangkok Time)
E. Type of Award:	Fixed Price – Purchase Order
F. Basis for Award:	Soliciting competition, evaluation of proposals or offers, award and documentation (FAR Part 13.106)

Description of Requirements

The United States Government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit technical and cost proposal of the services specified below. This is to support the operation of Asia Regional Training Center (ARTC), USAID Regional Development Mission Asia in Bangkok Thailand.

Questions regarding this Request for Proposal (RFP) and proposal submission must be via email only to spoomtong@usaid.gov by the time/date specified above.

The award of a contract hereunder is subject to the availability of funds. Issuance of this RFP does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a proposal.

Communications and Team Training — FY 2016

Scope of Work

I. Introduction

The U. S. Agency for International Development (USAID) in Bangkok, Thailand plans to offer the following “soft skill” communications and team training courses:

1. High Performing Teams, on/about February 29-March 1, 2016
2. Emotionally Intelligent Leaders, on/about March 2-3, 2016
3. Communicating for Results, on/about March 4, 2016

Each class will consist of approximately 25 participants from USAID missions located in countries in throughout the Asia region and possibly beyond, including Locally-employed staff (LES), Third Country Nationals (TCN) and American staff. The training venue will be provided by USAID.

II. Background

USAID is the lead U.S. Government agency that works to end extreme global poverty and enable resilient, democratic societies to realize their potential. In the past few years, USAID has recruited and deployed additional staff, increasing its workforce dramatically and quickly. The Regional Development Mission for Asia (RDMA) in Bangkok serves as a knowledge management platform that works closely with Washington headquarters to provide thought leadership for USAID programs throughout the Asia region and manages the Asia Regional Training Center (ARTC). ARTC is a dedicated training facility to deliver skills-building and specialized technical training to USAID staff.

USAID has a very diverse, global workforce with many employees having less than five years of USAID experience, and nearly half as many eligible for retirement. USAID is dedicated to strengthening its workforce by mentoring and empowering staff, and placing emphasis on the transfer of experience and knowledge. The training outlined here is to better prepare tomorrow’s leaders.

It is our intent to heighten employee performance and strengthen Agency capacity to manage assistance programs through offering three “soft skills” communications and team-oriented training courses.

III. Services Required

A. Approach

Training must incorporate teaching methodologies that take into account different learning styles and diverse team dynamics.

The training shall incorporate the following principles:

- Highly participatory, interactive and experiential for all participants
- Incorporates current and best practices in self-development
- Takes into account/allows for adapting to USAID's organizational culture
- Facilitates personalization/unique experiences for participants, and
- Sets the stage for ongoing self-development, providing forward-looking opportunity for skills, behaviors and supportive systems to continue to improve well after the training is completed.

Core content to be included in the training courses:

- **High Performing Teams**

High Performing Team training should consist of not less than two (2) days classroom work focused on learning the essential skills for establishing healthy group dynamics and developing a strong team. Participants should gain the skills necessary for effective team performance in an interactive learning environment. The training should help participants:

- Analyze the behavioral differences
- Identify the advantages of working in a team environment
- Understand team development
- Know strategies to maintain team functioning
- Understand methods to improve team performance

- **Emotionally Intelligent Leaders**

This training should consist of not less than two (2) days classroom work focused on understanding emotional intelligence and its importance in the workplace. Team success is related to the effectiveness of its leaders, and emotional intelligence is a critical skill-set. Participants should learn how to identify and develop the characteristics and behavior of emotionally intelligent leaders. The training should help participants:

- Identify emotional intelligence and what it means to leadership
- Methods to promote emotional intelligence
- Practice the use of emotional intelligence in the workplace and in common work-related situations

- **Communicating for Results**

This training should consist of not less than one (1) day of classroom work focused on improving office communications. Participants should learn how to increase their ability to be understood and be able to identify and interpret verbal and nonverbal feedback.

The training should help participants:

- Speak clearly and directly
- Interpret verbal and nonverbal feedback
- Identify different types of communication behaviors
- Improve communications in the workplace

B. Deliverables

1) The contractor will deliver three consecutive courses on High Performing Teams, Emotionally Intelligent Leaders, and Communicating for Results for up to 25 participants in each course, lasting a total of one work-week. Any purchase and delivery of books and other printed training material to Thailand are the responsibility of the contractor, and must be included in the cost proposal. USAID/ARTC will provide the training venue, and access to laptops and projector(s) for presentations.

2) A training evaluation survey completed by course participants (after each course), with summarized metrics, will be provided to the ARTC Training Coordinator within three weeks of completion of the last training. This information will be used as feedback for similar future events that we may wish to undertake.

IV. Proposal Instructions

A) Technical Proposal (for each course)

The offeror shall include in the technical portion of the quotation:

- A brief summary of the topic and learning objective (maximum 1 page)
- A draft agenda for each of the courses (maximum 2 pages)
- Demonstrated past experience delivering (within the past three years) similar training to an overseas US Government audience (culturally and generationally diverse) with three references (names and email addresses) (maximum 2 pages)
- Resume of proposed instructor(s) that describes expertise conducting similar training (maximum 2 pages); the scope of each course requires one instructor only.

B) Price Proposal (for each course)

Total fixed price quotation - be sure to consider all costs associated with the delivery of each of these training courses including, but not limited to, preparation of course materials, preparation of course survey, delivery of course, airfare, lodging accommodations, meals and incidentals, local transportation, and transport of training materials by express courier. Do not include the cost of the training venue, and cost for access to laptops and projector(s) for presentations in your quotation.

The USAID Contracting Officer will select the successful contractor using a Best Value approach, both technical and price factors included. The Contracting Officer, at the Government's discretion, may enter into negotiations with one or more offeror to discuss improvements in the proposal and cost deduction. Upon successful negotiation with the vendor, a purchase order will be issued, and a lump sum payment made upon acceptance of all deliverables and within 30 days of receipt of invoice.